

Request for Qualifications (Commissioning Agent)

State of Ohio Standard Forms and Documents

Administration of Project: Local Higher Education

Project Name	MMP Concourse - Renovation Morehouse Medical Plaza - Concourse	Response Deadline	04/22/2025	2:00 PM	local time
Project Location	(0882)	Project Number	OSU-240653		
City / County	Columbus/ Franklin	Project Manager	Tayyiba Kauser		
Owner	The Ohio State University	Contracting Authority	Local Higher Education		
Delivery Method	CMR	Prevailing Wages	State		
No. of paper copies requested (stapled, not bound)	0	No. of electronic copies requested on CD (PDF)	1		

Submit the Statements of Qualifications (Form F110-330) via email to [MMP Concourse - Office Suite and Clinical Renovati.01_Selection3@docs.e-builder.net](mailto:MMP_Concourse_Office_Suite_and_Clinical_Renovati.01_Selection3@docs.e-builder.net). In the subject line, include the project number and name for the RFQ you are responding to. See Section H of this RFQ for additional submittal instructions.

Submit all questions regarding this RFQ in writing to Tayyiba Kauser at kauser.17@osu.edu with the project number included in the subject line (no phone calls please). Questions will be answered and posted to Opportunities page on the OFCC website at [Project Opportunities](#) on a regular basis until one week before the response deadline. The name of the party submitting a question will not be included on the Q&A document.

Project Overview

A. Project Description

Project Overview: The renovation for the Radiology Department at the Morehouse Medical Plaza Concourse encompasses an approximate area of 5,700 square feet. This project primarily focuses on reconfiguring and upgrading existing spaces to accommodate new Principal Investigators (PIs) and their teams, integrating modern office environments with enhanced facilities, and ensuring that the infrastructure can support future expansions. Phased construction to accommodate building occupants is anticipated.

Scope of Work: The project scope includes a significant overhaul of both open and closed office spaces. Key areas to be renovated are rooms 1233, 1233A, 1228, 1204, 1260, 1265, 1265A, 1265B, 1265C, 1265D, 1260B, and 2201. These rooms will be redesigned in accordance with OSU WMC's latest standards to support ten new PI teams, each with a minimum of four researchers. The reconfiguration will blend both open-plan and closed offices. Additionally, the kitchenette in room 1260B will be retained and refreshed to provide essential amenities. Room 1216 is proposed as the location for a new conference center. With the addition of 50-60 new personnel to the Concourse, a review of the current restroom facilities will be conducted to determine if additional units are required to meet increased demand. Room 1216 and the corridors in connecting all renovated areas will get flooring and paint updates. Additionally, upper floor room 2201 will get upgraded into new office spaces with new open and closed offices.

The southeast corner of the building, encompassing rooms 1260-1260B, currently functions as a PET MRI entry and preparation area. Room 1260A will maintain its role as the preparation space for PET scans, however, to streamline operations and enhance functionality, the new design will include a reconfiguration of this area to clearly delineate between PET entry and office spaces.

The Concourse has future plans to incorporate one additional MRI unit, in addition to the existing two units. While these units are not part of the current project scope, their anticipated addition necessitates a forward-thinking approach in the design phase. Both electrical systems and HVAC infrastructure must be designed to support these future expansions without disrupting current operations.

Included in the renovation is an update to the HVAC systems. A new AHU will be designed and installed in the basement mechanical room sized to serve the WESTERN portion of Morehouse. Additional requirements:

- Size to accommodate project requirements and future expansions.
- Convert existing AHU-4 dual duct system to single duct VAV.
- Replace dual duct VAV boxes with single duct VAV boxes.
- Replace all existing supply and return main ductwork and extends ductwork to serve the existing southern exam spaces currently served by RTU-1.

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- Add new heating water piping to serve single duct VAV boxes.
- AHU-4 new emergency power panel.
- Includes adding electrical option "MRI Unit Alt 2 – Roof".
- Replace existing MRI DX RTU with new chilled water RTU to serve the EASTERN portion of Morehouse. RTU sized for roughly 15,000 CFM.
- Adds new chilled water piping to serve the RTU.
- MRI RTU emergency power.

This upgrade will be incorporated into the design phase of the project, with the construction managed by the OSU facilities team to ensure optimal environmental control and efficiency.

This project is required to be constructed and delivered within a collaborative BIM-enabled environment following The Ohio State University BIM Project Delivery Standards.

This project is required to deliver asset tagging within a collaborative BIM-enabled environment. The Primary firm submitting for the project will be required to have the expertise capable of meeting this requirement and is responsible to support their subcontractors to meet this requirement. The Asset Tagging Workflow and the OSU PDS Tools can be accessed via the OSU FOD website (<https://fod.osu.edu/resources>) under Design Guidelines, Specifications, Standards; Specifications and Standards; Building Information Modeling (BIM).

B. Scope of Services

The objective of commissioning is to provide documented confirmation that a facility fulfills the functional and performance requirements of the building owner, including but not limited to fundamentals contained within Climate Action Plan, The Ohio State University's Sustainable Design and Construction Policy, and Integrated Energy & Environmental Implementation Strategies. To reach this goal it is necessary for the commissioning process to develop and document the owner's criteria for system function, performance, and maintainability, as well as to verify document compliance with these criteria throughout design, construction, start-up, initial operation and seasonal operation. In addition, complete electronic operation and maintenance (O&M) manuals, as well as training on system operations should be provided to the building operators to ensure the building continues to operate as intended. The Commissioning Agent (CxA) will develop the Owner's Project Requirements (OPR).

The University is committed to commissioning this facility to ensure that all systems are well designed, complete and functioning properly upon occupancy and through all seasons, and that staff has adequate system documentation and training. Maximizing energy conservation is a critical component of the design goals to comply with the Sustainable Design and Construction Policy. The CxA will assist in providing design review comments, commissioning related documents to incorporate into the construction documents and a commissioning plan for the project to ensure that the Sustainable Design and Construction Policy requirements of the project are met. The anticipated Building systems to be commissioned include but are not limited to: HVAC equipment and systems, temperature controls, renewable energy systems (if any), electrical, fire alarm, and plumbing.

The CxA will be involved from the design phase through warranty phase. The CxA will be responsible for reviewing and thoroughly documenting the Owner's Project Requirements and providing input on the Basis of Design through reviews and interaction with the Project Engineer, University Architect, University Engineering, Facilities Operations and Development, and the A/E. The primary role of the CxA during the overall design phase is to develop detailed commissioning specifications, and to review design to ensure it meets the Owner's objectives as well as The Ohio State University's Sustainable Design and Construction Policy. During construction, the CxA coordinates the execution of a testing plan, which includes observing and documenting all systems' performance to ensure that systems are functioning in accordance with the Owner's objectives and the contract documents. The CxA is not responsible for design or general construction scheduling, cost estimating, or construction management, but it may be necessary to assist with problem solving non-conformance issues and deficiencies. The CxA will be required to provide input on the overall master schedule where they are to perform tasks.

The selected CxA, as a portion of its required Scope of Services and prior to submitting its proposals, will discuss and clarify with the Owner and/or the Contracting Authority, the cost breakdown of the Consultant Agreement detailed cost components to address the Owner's project requirements. Participate in the Encouraging Growth, Diversity & Equity ("EDGE") Program as required by statute and the Agreement.

The CxA shall be responsible for contracting with an outside firm for independent testing and balancing of systems.

The project team (Owner / A/E / CxA / Contractor) will be required to utilize e-Builder, the University's Project Management System, for all compatible services required by the University.

The **EDGE Participation Statement of Intent to Contract and Perform** from Section H. Additional Information must also be submitted. Please identify the EDGE-certified Business Enterprises, by name, which will participate in the delivery of the proposed professional services solicited in the RFQ.

H. Submittal Instructions

Firms are required to submit the current version of Statement of Qualifications (Form F110-330) available via the OFCC website at [Procurement Forms](#).

Electronic submittals should be combined into one PDF file saved with the form name, project number listed on the RFQ and your firm's name (ex. F110-330_OSU-nnnnnn_Firm Name). Use the "print" feature of Adobe Acrobat or similar software for creating a PDF rather than using a scanner. If possible, please reduce the file size of the PDF. In Acrobat, go to Advanced, then PDF Optimizer.

Statements of Qualifications must be submitted electronically by email. Submittals are limited to one email with a maximum file size of 25 MB.

Firms are requested to identify professional registrations, memberships, and any other appropriate design and construction industry credentials. Identify that information on the resume page for individual in Block 22, Section E of the F110-330 form.

Commissioning Agent Selection Rating Form

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Project Name MMP Concourse - Renovation Proposer Firm _____
 Project Number OSU-240653 City, State, Zip _____

Selection Criteria		Value	Score
1. Primary Firm Location, Workload and Size (Maximum 10 points)			
a. Proximity of firm to project site	Less than 50 miles	5	
	50 miles to 100 miles	2	
	More than 100 miles	0	
b. Amount of fees awarded by Contracting Authority in previous 24 months	Less than \$200,000	2	
	\$200,000 to \$1,000,000	1	
	More than \$1,000,000	0	
c. Number of relevant professionals	Less than 2 professionals	0	Max = 3
	2 to 8 professionals	2	
	More than 8 professionals	1	
2. Primary Qualifications (Maximum 30 points)			
a. Project management lead	Experience / ability of project manager to manage scope / budget / schedule / quality	0 - 10	Max = 20
b. Project administration lead	Experience / ability to effectively administer project controls and processes	0 - 5	
c. Technical staff	Experience / ability of technical staff to verify fully coordinated construction documents	0 - 10	
d. Construction administration staff	Experience / ability of field representative to identify and solve issues during construction	0 - 5	
3. Key Consultant Qualifications (Maximum 20 points)			
a. Key discipline leads	Experience / ability of key consultants to perform effectively and collaboratively	0 - 15	
b. Proposed EDGE-certified Consultant participation*	One additional point for every 2 percent increase in professional services over the advertised EDGE participation goal	0 - 5	
4. Overall Team Qualifications (Maximum 10 points)			
a. Previous team collaboration	Less than 2 sample projects	0	
	2 to 4 sample projects	2	
	More than 4 sample projects	5	
b. Team organization	Clarity of responsibility / communication demonstrated by table of organization	0 - 5	
5. Overall Team Experience (Maximum 30 points)			
a. Previous team performance	Past performance as indicated by evaluations and letters of reference	0 - 10	
b. Experience with similar projects / delivery methods	Less than 3 projects	0 - 3	
	3 to 6 projects	4 - 6	
	More than 6 projects	7 - 10	
c. Budget and schedule management	Performance in completing projects within original construction budget and schedule	0 - 5	
d. Knowledge of Ohio Capital Improvements process	Less than 3 projects	0 - 1	
	3 to 6 projects	2 - 3	
	More than 6 projects	4 - 5	
* Must be comprised of professional design services consulting firm(s) and NOT the primary firm ** Leadership in Energy & Environmental Design administered by the Green Building Certification Institute		Subtotal	

Notes:

Evaluator:

Name _____

Signature _____ Date _____